

<b>NUTRITION SERVICES DIVISION MANAGEMENT BULLETIN</b>		<b>No. 01-211</b>
<b>TO:</b>	Public and Private Sponsoring Organizations Participating in the Child and Adult Care Food Program, Adult Day Care Component	<b>ISSUE DATE:</b> September 2001
<b>ATTENTION:</b>	Center Directors and Authorized Representatives	
<b>SUBJECT:</b>	2001-2002 Income Eligibility Guidelines	

This Management Bulletin provides the 2001-2002 program year (July 1, 2001 through June 30, 2002) Child and Adult Care Food Program (CACFP) Income Eligibility Guidelines for the adult day care component.

Federal regulations require that CACFP adult day care sponsors collect and certify information that is sufficient to establish the eligibility of all enrolled adults as free, reduced-price, or base-rate meal recipients. All participation and meal category eligibility reported by a sponsor for the October 2001 claim period must meet the attached federal guidelines. The eligibility documentation must be no more than 12 months old and be maintained on file for at least three years after the fiscal year for which it is reported.

If you use the fixed claiming method and changes in income eligibility categories occur due to re-certification, you may choose to prepare a July CACFP eligibility roster and report the changes on your July reimbursement claim. However, reporting income eligibility category changes before the month of October is discretionary.

Sponsors who use the actual-count claiming method must prepare monthly eligibility rosters, reflecting all income category changes.

If you have any questions regarding this Management Bulletin, please contact your Nutrition Services Division Representative, or Shirley Rhodes, Program Analyst, Program Resources, Education, and Policy Unit, at (916) 323-8521, (800) 952-5609, or [srhodes@cde.ca.gov](mailto:srhodes@cde.ca.gov).

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